

Agency Administration

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Program Mission

The primary purpose of these internal support services is to direct and sustain the agency's effort to accomplish its mission: to protect, preserve, and enhance Washington's environment, and promote the wise management of the air, land, and water for the benefit of current and future generations.

Environmental Threat

Agency Administration assists the agency's environmental activities in many ways. These include providing information to citizens about environmental threats, fostering a working relationship with members of the Legislature, managing financial systems and issues, providing personnel services, and providing high-quality information services, as well as a number of other important administrative functions.

Authorizing Laws

Chapter 43.21A RCW, Department of Ecology: In 1970, this law created the Department of Ecology to consolidate water, air, solid waste, and other environmental management, protection and development programs authorized by the Legislature.

Constituents/Interested Parties

The primary constituents of the Administration Program are internal management and staff. However, issues that affect other government agencies or private interests often require working closely with the full range of parties interested in environmental issues.

Major Activities and Results

Office of Communication and Education

This office provides advice and guidance to management and staff on effective communication, education, and public involvement strategies related to environmental issues.

Governmental Relations

The Governmental Relations Office provides leadership, policy support, and coordination for federal and state legislative issues, as well as issues that affect local governments, tribes, and British Columbia. This office houses the Rules Unit, which provides rule development assistance and coordination, along with economic analysis, including Small Business Economic Impact Statements and cost/benefit studies.

Employee Services

The Employee Services Office provides a full scope of human resources support, including safety, equal employment opportunity, labor relations, and training and development. Employee Services is responsible for ensuring that appointments, recruitment, classification and pay, corrective/disciplinary actions, reduction-in-force actions, complaints, and grievances are in compliance with federal and state employment laws, civil service rules, and agency policy. Implementation of collective bargaining agreements also is facilitated by Employee Services. The office develops and monitors the agency's Affirmative Action Plan and coordinates diversity activities for the agency, including helping to create a supportive work environment that reflects the diversity of the community the Department of Ecology serves.

Regional and Field Offices

Each of the agency's four regional offices (Lacey, Yakima, Spokane, Bellevue) and two field offices (Bellingham, Vancouver) has executive management representatives and provides core administrative support to regional office staff in the areas of reception, mail, records management, complaint tracking, and central library functions. The Regional Directors in these offices provide assistance to local communities, as well as cross-program coordination and management for large, multiple-program environmental reviews and permitting projects. (*Note: Although these offices are budgeted in Agency Administration, their*

work is most often connected closely with environmental priorities.)

Executive, Financial, and Administrative Services

From the Executive Offices come direction and leadership for the agency. Financial Services provides centralized financial support in the areas of accounting, budget, contracts, purchasing, and inventory. This office also manages and coordinates strategic planning for the agency, coordinates performance measurement, and develops environmental indicators. The Administrative Services Office includes information management (desktop and network services, application development, and data administration), and facility and vehicle management. The office maintains the agency's centralized records, responds to public-records requests, provides mail services, and manages extensive library resources at headquarters and in regions in the form of books, periodicals, and research. Security services and maintenance of facilities and property are also handled by this office.

Agency Administration is supported by each fund source available to the agency. Each fund contributes to the Agency Administration in the same percentage that each fund contributes to the total of the environmental programs' salaries and benefits.

Results

- Agency managers, the Governor, the State Auditor, the Office of Financial Management, and the Legislature have confidence in the agency's financial information and can use it to make crucial decisions affecting the environment.
- The public is informed about the work the agency does, is educated about its role in environmental protection, and understands the policies the agency is developing and the opportunities available to influence the agency's decisions.
- Washington's environmental laws and rules are improved through the agency's relationships with legislators, local governments, businesses, Native American tribes, and environmental and citizen groups.
- Agency managers and supervisors possess the highest-quality communication, performance management, hiring, and leadership skills.

- Agency work environment reflects the diversity of the community the Department of Ecology serves.
- Agency staff receive reliable, secure, and high-quality desktop support and network services.
- Customers have easy access to the agency's information.
- Facilities and vehicles are well maintained, safe, and efficient.

Major Issues

Information Management/Communication

- Develop Internet applications that allow customers to do more on-line business with the agency.
- Use the Internet more effectively to engage the public in commenting on and shaping policy proposals, and to streamline paperwork and reports for those regulated by the agency.
- Help improve information availability and accessibility so citizens can evaluate the state of their environment and consider ways to make a meaningful contribution toward protecting and improving it.

Human Resource Management

- Implement the four major statewide personnel system changes with the least amount of disruption to employees and to the accomplishment of the agency's environmental mission. This includes Collective Bargaining, Competitive Contracting, Civil System Reform, and the Human Resource Management System.
- Maintain adequate staffing to meet workload needs.
- Develop and implement strategies that match the right number of people with the right set of competencies in the right jobs at the right time.

Long-term Financial Stability

- Monitor toxics revenues and update strategies to manage the impact of revenue volatility.
- Identify long-term funding for ongoing water related functions that have been initiated using temporary fund sources.

External Relationships

- Improve the transparency of the agency's permit processes; improve timeliness and predictability of permit decisions while

maintaining environmental standards; support a problem-solving culture to provide helpful, responsive, and knowledgeable service; and explore other methods to streamline processes and improve systems.

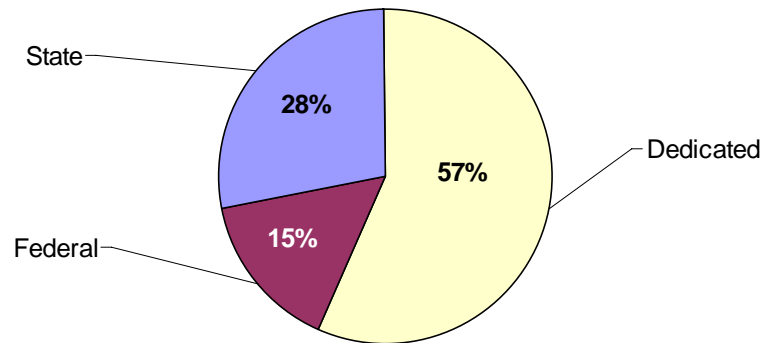
- Provide support to the Governor and the Legislature in re-examining and modernizing water policies.
- Develop and maintain working relationships with external interests, including members of the Legislature, interested parties, and other governmental agencies and tribal governments.

Agency Administration

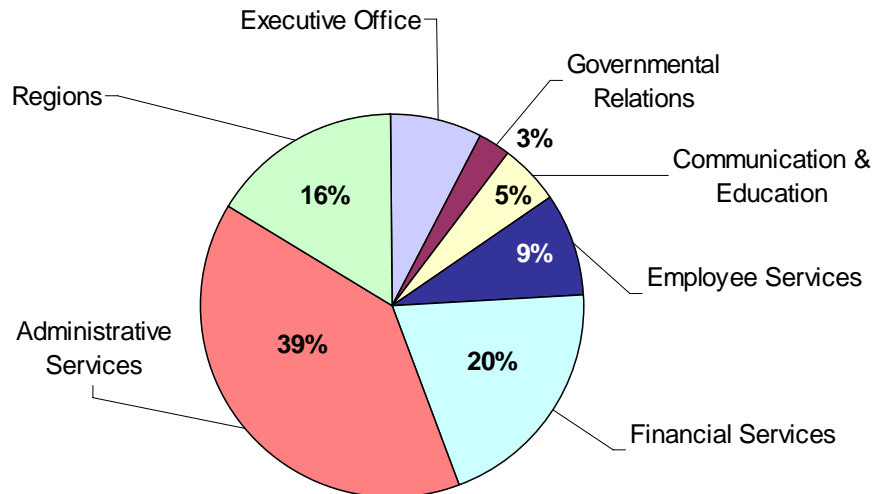
Budget = \$43.3 million; FTEs = 226.3

State	(\$)	Amount	Percentage
General Fund – State		12,274,427	28.3%
Federal			
General Fund – Federal		6,665,527	15.4%
Dedicated Funds			
General Fund – Private Local		487,801	1.1%
Reclamation Revolving		283,599	0.7%
Flood Control		195,815	0.5%
Emergency Water Projects Revolving		62,597	0.1%
Waste Reduction/Litter Control		1,186,350	2.7%
Referendum 38		66,710	0.2%
Site Closure Account		88,392	0.2%
Water Quality		2,502,381	5.8%
Wood Stove		20,137	0.0%
Worker/Community Right to Know		291,166	0.7%
State Toxics		9,879,160	22.8%
Local Toxics		890,218	2.1%
Water Quality Permit Fee		4,204,484	9.7%
Underground Storage Tank		351,527	0.8%
Biosolids Permit Account		145,860	0.3%
Hazardous Waste Assistance		825,428	1.9%
Air Pollution Control Account		260,165	0.6%
Oil Spill Prevention		1,513,322	3.5%
Air Operating Permit		578,969	1.3%
Oil Spill Response		76,423	0.2%
Freshwater Aquatic Weeds		21,448	0.0%
Water Pollution Control – State		87,237	0.2%
Water Pollution Control – Federal		350,430	0.8%
TOTAL		\$43,309,573	100%

Agency Administration Dollars by Fund Source



Agency Administration Dollars by Activity



Administrative Office	Dollars	FTEs
Executive Office	\$3,417,628	11.1
Governmental Relations	\$1,288,795	6.0
Communication and Education	\$2,144,888	10.8
Employee Services	\$3,684,891	21.5
Financial Services	\$8,636,012	53.5
Administrative Services	\$17,058,443	79.6
Regions	\$7,078,916	43.8
TOTAL	\$43,309,573	226.3